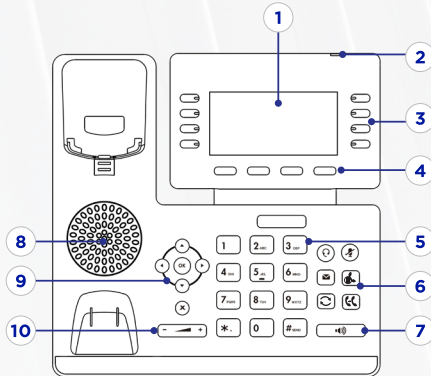




YEALINK T54/T53 QUICK USER GUIDE



1. LCD Screen
2. Power LED
3. Line Keys
4. Soft Keys
5. Key Pad
6. Headset/Mute Keys
7. Speaker Phone Key
8. Speaker
9. Scroll Keys
10. Volume



MAKING A CALL

USING THE HANDSET

- Pick up the handset.
- Enter the number using the keypad and then press the Send soft key.

USING THE SPEAKERPHONE

- With the handset on-hook, press .
- Enter the number, then press the Send soft key.

USING THE HEADSET

- With the headset connected, press to activate the headset mode.
- Enter the number, and then press the Send soft key.

Note: During a call you may alternate between headset, hands-free speakerphone and handset modes by pressing the Headset key or Speakerphone key or by picking up the handset. Headset mode requires a headset be connected to the phone.

MULTIPLE CALLS

- Press the line key. The active call is placed on hold.
- Enter the desired number using the keypad.
- Press the Send soft key.

You can press or to switch between calls, then press again to resume the desired call.

ANSWERING A CALL

USING THE HANDSET

Pick up the handset

USING THE SPEAKERPHONE

Press .

USING THE HEADSET

Press .

Note: You may ignore an incoming call by pressing the Reject soft key.

ENDING A CALL

USING THE HANDSET

Hang up the handset or press the End Call soft key.

USING THE SPEAKERPHONE

Press or the End Call soft key.

USING THE HEADSET

Press the End Call soft key.

REDIAL

- Press to enter the Placed Calls list. Press or to select the desired call, then press or the Send soft key.
- Press twice when the phone is idle to call the last dialed number.

MUTING A CALL

- Press to mute the microphone during a call.
- Press again to un-mute the call.

VOLUME ADJUSTMENT

- Press or during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press or when the phone is idle to adjust the ringer volume.

RINGTONES

- Press the Menu soft key when the phone is idle, then select Basic > Sound > Ring Tones.
- Press or to select the desired ring tone.
- Press the Save soft key to accept the change.



PUTTING A CALL ON HOLD

- Press or the Hold soft key during an active call. To resume a held call, press the Resume soft key.
- If there is only one call on hold, press or the Resume soft key.
- If there is more than one call on hold, press or to select the desired call and then press or the Resume soft key.

CALL PARK AND RETRIEVE

- While on an active call, press an available park, indicated by a green light.
- The call will be placed on park and will indicate with a blinking red light.
- The caller will now be placed on hold and will hear a message or on hold music if configured.
- The caller is now parked.
- To retrieve a parked call, simply press the button next to the desired call park and then lift the handset.

TRANSFERRING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.

BLIND TRANSFER

While on a call, press the button of the person you wish to transfer to (if their light indicates they are available), or:

- Press or the Transfer soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to, then press or the Transfer soft key.

ATTENDED TRANSFER

- Press or the Transfer soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to, then press .
- Press the Transfer soft key when the second party answers.

CONFERENCE CALL

- Press the Conference soft key during an active call. The call is placed on hold.
- Enter the number of the second party, then press the Send soft key.

- Press the Conference soft key again when the second party answers. All parties are now joined in the conference.
- Hang up to disconnect yourself. The other parties will remain connected. Press the End Call soft key to disconnect all parties.

Note: You may split the conference call into two individual calls by pressing the Split soft key.

VOICEMAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

LISTENING TO VOICE MESSAGES

- Press or the Connect soft key.
- Follow the voice prompts to listen to your voice messages. Alternatively, you can dial *98 to access the Voicemail system at any time. The system will prompt for your password.

Note: When accessing the voice mail system for the first time your password is 1-3-5-7. Change this to a 4-digit number you can easily recall.

ONLINE PORTAL

You can access Smart City Metro's online portal on any browser on your computer or mobile device.

- Open up a new browser window and type: portal.smartcityvoice.com
- Login using `ext@domainname` as the username and password. (Note: If it's your first time logging in, you will be prompted to enter a new password).

CONTACT DIRECTORY

ADDING A CONTACT

- Press the Directory soft key when the phone is idle, then select the desired group.
- Press the Add soft key to add a contact.
- Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
- Press the Save soft key to accept the change.

Note: If your phone firmware is updated, contacts entered in this manner will be lost. It is best to enter these contacts into your commportal.

EDITING A CONTACT

- Press the Directory soft key when the phone is idle, then select the desired group.
- Press or to select the desired contact, then press the Option soft key and then select Detail from the prompt list.
- Update the contact information.
- Press the Save soft key to accept the change.

DELETING A CONTACT

- Press the Directory soft key when the phone is idle, and then select the desired group.
- Press or to select the desired contact, then press the Option soft key and select Delete from the prompt list.
- Press the OK soft key when the LCD screen prompts: "Delete Selected Item?"

CALL PICKUP

- To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial *11xxx (xxx being the extension of the ringing phone).
- You may also pick up a ringing line by pressing their line key while it is flashing with an incoming call.
- For example your neighbor's phone extension 112 is ringing. You would dial *1112 to pickup that call.



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